



Cal E·M·A

CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

Matt Bettenhausen, Secretary

FY 10 Fiscal Management Workshop

Agenda

- **Overview**
- **Financial Management Forms
Workbook (FMFW)**
- **Cash / Advance / Modification
Request**
- **FMFW Demonstration**

Overview: Contacts

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Overview:

Homeland Security Grants Processing Unit

- **Processing of all Reimbursements/Advances and Modifications for all Homeland Security Grants**
- **Submitting the Initial Strategy Implementation Plans (ISIP)**
- **Biannual Strategy Implementation Reports (BSIR)**
- **Provide grant related information to support Cal EMA's annual report to Legislature and California's State Preparedness Report (SPR)**
- **Conduct several workshops throughout the year**

Overview: Homeland Security Grants Processing Unit

Two primary areas of responsibility:

- **Automated Ledger System (ALS)
for “Fiscal” issues**
- **Grants Reporting Tool (GRT) for
“Reporting” issues**

Overview: Automated Ledger System (ALS)

- **Enter and track all Homeland Security grants**
- **All cash reimbursements, modifications and advances completed using ALS**
- **Processed more than \$1 billion in reimbursements since 2005**



OHS Grant Management System

Exit

Overview: Financial Management Forms Workbook

Overview: Financial Management Forms Workbook

- **Foundation of Subgrantee Application**
- **Project Ledger is the basis for Project Planning**
- **Equipment Ledger/Training/Planning/Exercise and Match Rosters for Project details**

Overview: Cash & Modification Request

- **FY06 to FY10: ONE modification request per quarter**
- **All grants: ONE cash request or advance request per month**

(State Agencies are not permitted modifications or any changes to the submitted application without prior approval by Cal EMA on a case by case basis)

Overview: Quarter Dates



- **Quarter Dates for 2010**
 - **Award date - 12/31**
 - **1/1 - 3/31**
 - **4/1 - 6/30**
 - **7/1 - 9/30**
 - **10/1 - 12/31**

Financial Management Forms Workbook V1.10

FMFW Updates for FY10 (v1.10)

- **Match Ledger**
- **Columns added to the Project Ledger, Equipment Ledger and Training, Exercise Rosters to meet the Environmental Planning & Historic Preservation (EHP) and SAFECOM requirements**

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- Public Safety and Victim Services
- Regional Operations
- Statewide Operations Division
- Technology Operations
- Office for Access and Functional Needs

NEWS


- Press Room
- Press Releases
- Newsletters
- Photos
- Videos

NEWS & EVENTS



President Declares Major Emergency for Imperial County
The head of the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) Craig Fugate has announced that federal disaster aid has been made available for California to supplement state and local recovery efforts in the area struck by an earthquake beginning on April 4, 2010.

[Read more](#)



Golden Guardian 2010
Golden Guardian 2010, occurring mid-May, will focus on port security throughout California. It has been developed through a collaborative process with the goal of exercising emergency response in a terrorist threat in all three of California's geographical regions: Coastal, Inland and Southern. Participants include multiple layers of responders utilizing regional, state and federal resources.

[Read more](#)

San Mateo County Receives Cal EMA Communications Unit
On Friday, April 30, 2010, Representatives from Cal EMA and San Mateo County Sheriff's Department held a press conference recognizing the transfer of a Mobile Interoperability Gateway Unit (Gateway) to local government as part of Cal EMA's commitment to ensuring that interoperable communications resources are available to support major emergency response operations. The Gateway being deployed to the San Mateo Sheriff's Department is one of six units to be deployed to California's Mutual Aid Regions.

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» **Homeland Security**

NEWS & EVENTS



President Declares Major Earthquake
The head of the U.S. Department of Homeland Security announced that federal disaster relief funds will be made available to California to supplement state funds for emergency response and recovery efforts following the earthquake that struck the state on January 17, 2010.

Homeland Security
Emergency Management Performance
Hazard Mitigation
Hazard Materials
Emergency Preparedness (HMEP)
Emergency Operations Center Grant
Grant Applications and Proposals (RFAs/RFPs)
Public Safety and Victim Services

County of San Diego is responsible for the area of the County of San Diego.

Grants > Homeland Security

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[Homeland Security](#) --> [Grants Management](#)

Grants Management

Mission Statement

The mission of the Grants Management Directorate (GMD) is to provide timely grant reimbursements to subgrantees of the Homeland Security Grant Program (HSGP), Transit Security Grant Program (TSGP), Infrastructure Protection Grant Unit (IPGU), and all other subgrantees receiving homeland security funding. The GMD shall also provide programmatic technical assistance to all Office of Homeland Security (OHS) subgrantees while ensuring grant expenditures are in compliance with all state and federal grant requirements. The GMD was created to enhance and improve the overall customer service of the Governor's Office of Homeland Security (OHS), which merged with the Office of Emergency Services (OES) in 2009 to become California Emergency Management Agency (Cal EMA).

Fiscal and Reporting Unit (F&RU)

The F&RU is responsible for processing requests for reimbursement from subgrantees across all grants, submitting Initial Strategy Implementation Plans (ISIP), Biannual Strategy Implementation Reports (BSIR), Categorical Assistance Program Reports (CAPR) and the Monthly Accomplishment Summaries which are posted on the OHS website. The F&RU is also the lead in providing grant related information in support OHS's annual report, reports to the legislature and California's State Preparedness Report (SPR). The F&RU conducts several workshops throughout the year including Reports and Recordkeeping, Fiscal Management and Biannual Strategy Implementation Reporting.

[Homeland Security Grant Unit \(HSGU\)](#)

The Homeland Security Grant Unit (HSGU) is responsible for the overall grant management of California's State Homeland Security Grant Program (SHSGP), Law Enforcement Terrorism Prevention Program LETPP, Urban Area Security Initiative (UASI), Metropolitan Medical Response System (MMRS), and Citizen Corps Program (CCP) grant programs. The HSGU conducts workshops throughout the state on grants management and grant application workshops. The HSGU is also responsible for the annual Investment Justification Planning Conference and



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BRANCHES

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[Homeland Security](#) --> [Grant Management](#) --> [Fiscal and Reporting](#) --> [Financial Management Forms Workbook](#)



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Financial Management Forms Workbook

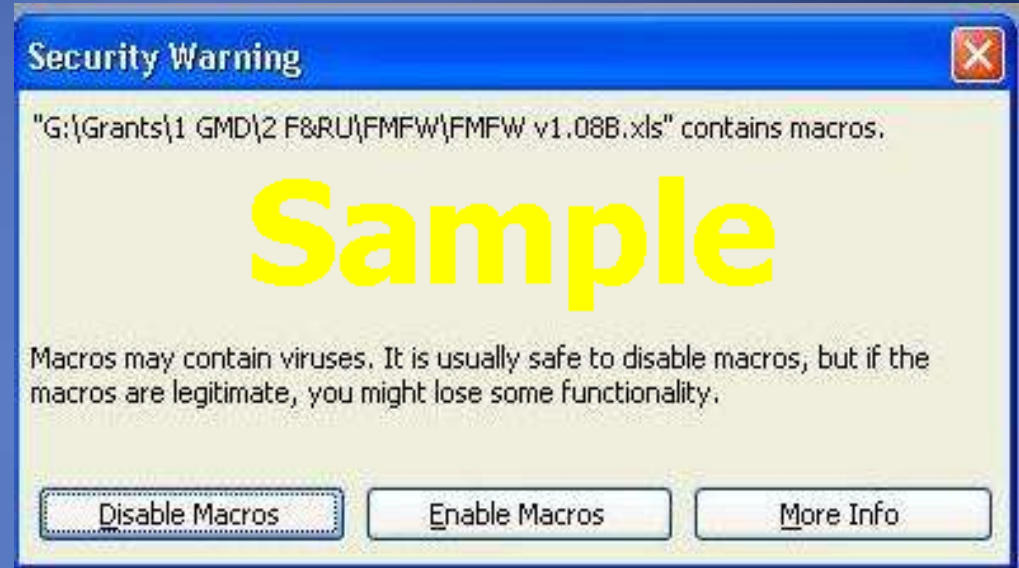
- » [Excel document with macros](#)
- » [Excel document without macros](#)

RELATED LINKS

- [Assistance to Firefighters Grant](#)
- [FAQs](#)
- [Fiscal and Reporting](#)
- [Grant Tools](#)
- [Homeland Security](#)
- [Infrastructure Protection](#)
- [Monitoring and Audits](#)
- [Transit Security](#)

Instructions to enable macros for Excel 2003

1. Click on "Tools"
2. "Macros"
3. "Security"
4. Set it to "Medium"
5. Save / Close / Reopen the FMFW
6. Click on "Enable Macros"



Instructions to enable macros for Excel 2007 (Part 1)

- 1. Click on the round “Office” button in the top left**
- 2. Click on “Excel Options” in the lower right of the drop down box**
- 3. Select Popular Module along the left side**
- 4. Check the Show Developer tab in the Ribbon option**
- 5. Hit OK**

Instructions to enable macros for Excel 2007 (Part 2)

- 1. Click on the "Office" button in the top left (again)**
- 2. Click on "Excel Options" in the lower right of the drop down box**
- 3. Select the "Trust Center" module along the left**
- 4. Click on the "Trust Center Settings"... button**
- 5. Select the Macro Settings module along the left**
- 6. Set the Macro Settings to Enable all macros...**
- 7. Check the Trust access to the VBA project... option**
- 8. Hit OK**

Financial Management Forms Workbook Composition

- 1. Instructions**
- 2. Application Cover Sheet**
- 3. Grant Management Roster**
- 4. Project Ledger**
- 5. Project Descriptions**
- 6. Equipment Inventory**

Financial Management Forms Workbook Composition

7. Training Roster

8. Planning Roster

9. Exercise Roster


10. Match Ledger (NEW)

11. Authorized Agent Signature Page

12. Application Check List

13. Summary

FMFW: Instructions

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Z	CALIFORNIA EMERGENCY MANAGEMENT AGENCY																							
2																									
3	Instruct.	Auth.	Summary	Specific	INSTRUCTIONS FOR COMPLETING CALEMA GRANT APPLICATION																				
4																									
5	This tab provides detailed instructions on how to complete the Financial Management Forms Workbook v1.10 (FMFW). For further guidance, please refer to your Program Representative.																								
6																									
7																									
8	TAB				SECTION								EXPLANATION												
9																									
10	INSTRUCTIONS FOR ENABLING MACROS IN EXCEL 2003 AND EXCEL 2007																								
11																									
12	INSTRUCTIONS FOR ENABLING MACROS- EXCEL 2003												INSTRUCTIONS FOR ENABLING MACROS- EXCEL 2007												
13	Save the FMFW v1.10 to your computer												Save the FMFW v1.10 to your computer												
14	With the FMFW v1.10 open, click on TOOLS -> MACRO -> SECURITY...												Open the FMFW v1.10												
15	Under the SECURITY LEVEL tab, select the MEDIUM or LOW setting.												Click on the round Office button in the top left												
16	The MEDIUM setting will prompt you to enable/disable macros each time the file is opened. This will prevent potentially unsafe macros from running. The LOW setting will enable macros without prompt. It is recommended that you have virus software installed and updated if using the LOW setting to prevent unsafe macros from running in other files.												Click on Excel Options in the lower right of the drop down box												
17													Select Popular module along the left side												
18													Check the Show Developer tab in the Ribbon option												
19													Hit OK												
20													Click on the round Office button in the top left (again)												
21													Click on Excel Options in the lower right of the drop down box												
22	Save, Close, and Re-open the workbook. Macros will be enabled.												Select the Trust Center module along the left												
23													Click on the Trust Center Settings... button												
24													Select the Macro Settings module along the left												
25													Set the Macro Settings to Enable all macros...												
26													Check the Trust access to the VBA project... option												
27													Hit OK												
28													Save, Close, and Re-open the workbook. Macros will be enabled.												
29																									
30																									
31	Note: Some computers may not run Macros correctly even if enabled by Excel. A Non-Macro version of the workbook is available under such circumstances.																								
32																									
33																									
34	 This image represents buttons that are placed throughout the workbook.																								
35	Explanations are provided in this sheet on how to use specific buttons.																								
36																									
37																									
38																									
39	COVER SHEET				Use the Cover Sheet to apply for grant programs. Each grant program requires its own separate cover sheet.																				
40																									
41	CFDA Number												Enter the Catalog of Federal Domestic Assistance (CFDA) number. Enter only once on the Cover Sheet.												
42													The number will be carried over to all sheets thereafter.												
43																									
44	Applicant Information Area												Complete this area by providing your organization's name, FIPS number, Date, and Grant ID number.												

FMFW: Cover Sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y			
1	Z																											
2	CALIFORNIA EMERGENCY MANAGEMENT AGENCY																											
3																												
4	Instruct.	Auth.	Summary	Specific	GRANT APPLICATION COVER SHEET																							
5	Alterations to this document may result in delayed application approval, modification, or reimbursement requests.																				CFDA #							
6	Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.																											
7	1. Applicant Name:																											
8	2. FIPS #:				FIPS Lookup																							
9	3. Date:				Today's Date																							
10	4. Grant Number:																											
11	5. Program Selection						6. Amount Requested		7. FOR YEAR																			
12																												
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16																												
17																												
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21																												
22																												
23																												
24	8. Authorized Body of 5- Signature and contact information																											
25	Position		Signature		Printed Name		Phone		Email																			
26																												
27	County Public Health Officer																											
28																												
29	County Fire Chief																											
30																												
31	Municipal Fire Chief																											
32																												
33	County Sheriff																											
34																												
35	Chief of Police																											
36																												
37	Additional Position (Optional)																											
38																												
39	Additional Position (Optional)																											
40																												
41																												
42	9. Authorized Agent contact information																											
43	Authorized Agent's Name		Title		Mailing Address		City		State		Zip		Phone		Email													
44																												
45																												
46																												
47																												
48																												
49																												
50	Contact's Name		Title		Mailing Address		City		State		Zip		Phone		Email													
51																												
52																												
53																												
54																												
55																												
56																												
57																												
58	10. Statements of Certification																											
59	Statement of Certification-Approval Authority Body - PROP 1B Intracity Transit																											
60																												
61	By signing below, I hereby certify I am the duly appointed Authorized Agent and have the authority to apply for the Proposition 1B Intracity Grant Program, and the City's																											
62	application represents the needs for the Proposition 1B Intracity Grant Program.																											
63																												
64																												
65																												

FMFW: Grant Management Roster

CALIFORNIA EMERGENCY MANAGEMENT AGENCY			
Instruct.	Auth.	Summary	Specific
GRANT MANAGEMENT			
Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.			
CFDA #:			
Name			
Title			
Area of Responsibility			
Employee/Contractor			
Employee Status			
Sample			

FMFW: Project Ledger

[illegible]

FMFW: Project Descriptions

CALIFORNIA EMERGENCY MANAGEMENT AGENCY				
Instruct.	Auth.	Summary	Specific	PROJECT DESCRIPTIONS
<div> <div> <div>←</div> <div>→</div> </div> <div> <div>↓</div> <div>↑</div> </div> </div>				
<i>Alterations to this document may result in delayed application approval, modification, or reimbursement. Subgrantees may be asked to revise and/or re-submit any altered Financial Management Form.</i>				CFDA # <input type="text"/>
<div> <div>AUTO FIT ROWS</div> <div>ROW SIZE 145</div> </div>				
Project	State Investment Justification Goals and Objectives	Project Description	Need	Project Milestone & Justifications
Project R	Investment Goal Objective	<div>Sample</div>		
Project S	Investment Goal Objective			
Project T	Investment Goal Objective			
				At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
				At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.
				At the 6-month mark, this project will be ___% complete and \$___ funds will be expended. At the 12-month mark, this project will be ___% complete and \$___ funds will be expended. At the 18-month mark, this project will be ___% complete and \$___ funds will be expended.

FMFW: Project Descriptions


- **20 Projects maximum (A to T)**
- **Please include project letter when entering in BSIR**
- **Be as descriptive and concise as possible (Max 1000 Characters)**
- **Do not use terms that are only meaningful locally**
- **Investment Justifications/Goals/Objectives are complete.**

FMFW: Equipment Inventory

CALIFORNIA EMERGENCY MANAGEMENT AGENCY																	
EQUIPMENT INVENTORY																	
<i>Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.</i>																	
												CFDA #					
												CLEAR		LEDGER TYPE:			
												Initial App.					
												Cash Req.					
												MOD.					
												Advance					
<div>SELECTION</div> <div>SELECTION</div> <div>SELECTION</div> <div>SELECTION</div>				ROW SIZE 15		ROW SIZE AUTO		FORMULA RESET		NEW CASH/ MOD REQUEST		NEW MOD ITEM					
ROW		ROW		ROW		ROW											
Project	Equipment Description & (Quantity)			AEL #	AEL Title	SAFECOM consult	Funding Source	Discipline	Solution Area Sub-Category	Invoice Number	Vendor	ID Tag Number	Condition & Disposition	Deployed Location	Acquired Date	Hold Trigger	Approval Date
							S H	S H	S H							S H	

	Q	R	S	T	U	V	W
1							
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11							
12							
13							
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17							
18	Estimated Cost	Amount Approved	Amount This Request	Cash Request	Total Approved	Remaining Balance	
19							
20							
21							
26							
27							
28							

Web Link: www.rkb.us

**FEMA**

Responder Knowledge Base

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Would you be interested in attending a web seminar detailing the content and functionality of the RKB?

☐ Yes
☐ Maybe, need more information
☐ No

RKB Mission

"Provide emergency responders, purchasers, and planners with a trusted, integrated, online source of information on products, standards, certifications, grants, and other equipment-related information."

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[Decontamination](#)
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Welcome to the Responder Knowledge Base

OSHA Best Practices for Protecting EMS Responders during Treatment and Transport of Victims of Hazardous Substance Releases


Occupational Safety and Health Administration (OSHA) released its Best Practices for Protecting EMS Responders during Treatment and Transport of Victims of Hazardous Substance Releases. This guide is intended for employers of EMS responders and discusses the measures these employers need to take to protect their EMS responders from becoming additional victims while on the front line of medical response.

[Read More](#)

Staffing for Adequate Fire and Emergency Response (SAFER) Grant Application Period Open

The application period for the FY 2009 Staffing for Adequate Fire and Emergency Response (SAFER) grants is now open. Applications for these grants must be received by December 18, 2009, at 5:00 p.m. (ET). The Program Guidance document for the FY 2009 ...

[Read More](#)



Proposed rule for Total Inward Leakage for Half-Mask APRs published in the Federal Register

The proposed rule for Total Inward Leakage Requirements for Half-Mask Air-Purifying Particulate Respirators has been published in the Federal Register. Comments will be accepted until December 29, 2009. The information regarding this activity can be ...

[Read More](#)

RKB Recommends

- [Commercial Equipment Direct Assistance Program](#)
- [Decontamination Efficacy Matrix](#)
- [DHS S&T Tech Solutions](#)

Events Calendar

<< **November 2009** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days with events are highlighted

Recent News

[OSHA Best Practices for Protecting EMS Responders during Treatment and Transport of Victims of Hazardous Substance Releases](#)

[Staffing for Adequate Fire and Emergency Response \(SAFER\) Grant Application Period Open](#)

[Proposed rule for Total Inward Leakage for Half-Mask APRs published in the Federal Register](#)


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[FREE Wireless Information System for Emergency Responders \(WISER\)](#)

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FEMA Preparedness Grants and [Authorized Equipment List](#)

To determine which AEL categories are applicable for a grant, click on the grant record below.

[FEMA Grants Tutorial](#)

[Buffer Zone Protection Program \(BZPP\)](#)

BZPP provides funding to increase the preparedness capabilities of jurisdictions responsible for the safety and security of communities surrounding high-priority pre-designated Tier 1 and Tier 2 critical infrastructure and key resource (CI/KR) assets.

[Link to Related AEL categories](#)

[Driver's License Security Grant Program \(DLSGP\)](#)

DLSGP is intended to address a key recommendation of the 9/11 Commission to improve the integrity and security of state-issued driver's licenses (DL) and identification cards (ID).

[Link to Related AEL categories](#)

[Emergency Management Performance Grants \(EMPG\)](#)

The purpose of the FY 2010 EMPG is to assist state and local governments in enhancing and sustaining all-hazards emergency management capabilities.

[Link to Related AEL categories](#)

[Emergency Operations Center \(EOC\) Grant Program](#)

The Emergency Operations Center (EOC) Grant Program is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, and interoperable Emergency Operations Centers (EOCs) with a focus on addressing identified deficiencies and needs.

[Link to Related AEL categories](#)

[Homeland Security Grant Program \(HSGP\)](#)

This core assistance program provides funds to build capabilities at the state and local levels and to implement the goals and objectives included in state homeland security strategies and initiatives in their State Preparedness Report.

[Citizen Corps Program \(CCP\)](#)

The Citizen Corps mission is to bring community and government leaders together to coordinate community involvement in emergency preparedness, planning, mitigation, response and recovery.

[Link to Related AEL categories](#)

[Metropolitan Medical Response System \(MMRS\) Program](#)

The MMRS program supports the integration of emergency management, health, and medical systems into a coordinated response to mass casualty incidents caused by any hazard.

[Link to Related AEL categories](#)

[Operation Stonegarden Grant Program \(OPSG\)](#)

The intent of OPSG is to enhance cooperation and coordination among local, state and federal law enforcement agencies in a joint mission to secure the United States borders along routes of ingress from international borders to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders.

[Link to Related AEL categories](#)

[State Homeland Security Program \(SHSP\)](#)

[Link to Related AEL categories](#)

DHS Authorized Equipment List

Search Phrase:

The **Authorized Equipment List (AEL)**, published by the FEMA Grant Programs Directorate, Department of Homeland Security, is used to determine equipment allowability under multiple grant programs as shown below. This version of the AEL applies to **FY2005 and later Fiscal Years** unless otherwise noted in the individual item data.

This list contains all items. Click [here](#) to customize by Grant.

[Expand](#) | [Collapse All](#) (may take a while)

☐ AEL

- ☐ [01] Personal Protective Equipment
- ☐ [02] Explosive Device Mitigation and Remediation Equipment
- ☐ [03] CBRNE Operational and Search and Rescue Equipment
- ☐ [04] Information Technology
- ☐ [05] Cyber Security Enhancement Equipment
- ☐ [06] Interoperable Communications Equipment
- ☐ [07] Detection
- ☐ [08] Decontamination
- ☐ [09] Medical
- ☐ [10] Power
- ☐ [11] CBRNE Reference Materials
- ☐ [12] CBRNE Incident Response Vehicles
- ☐ [13] Terrorism Incident Prevention Equipment
- ☐ [14] Physical Security Enhancement Equipment
- ☐ [15] Inspection and Screening Systems
- ☐ [16] Agricultural Terrorism Prevention, Response, and Mitigation Equipment
- ☐ [17] CBRNE Prevention and Response Watercraft
- ☐ [18] CBRNE Aviation Equipment
- ☐ [19] CBRNE Logistical Support Equipment
- ☐ [20] Intervention Equipment
- ☐ [21] Other Authorized Equipment



[View the AEL change log](#)

Downloads

Download a copy of the AEL:

- PDF (Section 508 Accessible)
- PDF (Checkbox Format)
- MS Excel

▼ FY2009 Grant Guidance **NEW!**

- FY2009 BZPP Grant Guidance
- FY2009 EMPG Grant Guidance
- FY2009 HSGP Grant Guidance
- FY2009 IBSGP Grant Guidance
- FY2009 IECGP Grant Guidance
- FY2009 OPSG Grant Guidance
- FY2009 PSGP Grant Guidance
- FY2009 RCPGP Grant Guidance
- FY2009 SHSP-tribal Grant Guidance
- FY2009 TSGP Grant Guidance
- FY2009 TSP Grant Guidance
- FY2009 UASI-NSGP Grant Guidance

► [FY2008 Grant Guidance](#)

► [FY2007 Grant Guidance](#)

[View all DHS bulletins](#)

FMFW: Training Roster

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
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3	Instruct.	Auth.	Summary	Specific	TRAINING ROSTER														
4	Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.																		
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www.calema.ca.gov

Training>Homeland Security>

Training and Exercises> Training Division

Training Division - Windows Internet Explorer

http://www.calema.ca.gov/WebPage/oeswebsite.nsf/content/2FB718ECD8C03D6825767803DDEED?OpenDocument

File Edit View Favorites Tools Help

Favorites Grants Management Suggested Sites Citrix Free Hotmail New Tab Web Slice Gallery ICE-DHS Numbers

Training Division

- Public Safety and Victim Services
- Regional Operations
- Statewide Operations Division
- Technology Operations

BRANCHES

- Citizen Preparedness
- Grants Management
- Human Trafficking
- Information Analysis
- Local, External, and Legislative Affairs
- Office of Infrastructure Protection
- Planning & Research
- Training & Exercises


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Google Gadgets powered by Google

SHARE

Training Division



Mission:
The mission of the Training Division is to support the Weapons of Mass Destruction First Responder community of California by providing training referrals, exercise support and the coordinated delivery of training and training materials. Through partnerships with federal, state and local training providers, the Training Division will ensure the widest possible access to WMD/CBRNE/Terrorism training for first responders throughout California, enhance the local delivery of training and exercises, and coordinate a comprehensive, inclusive statewide training strategy.

For additional information regarding the Training Division please browse this website or contact the branch Monday through Friday between the hours of 7:00 a.m. - 4:30 p.m.
Phone: 916-324-9128
Fax: 916-324-5929

[Emergency Response Training Advisory Committee \(ERTAC\) Meeting - Public Notice](#)

[FY 2009 Homeland Security Grant Program](#)

[June 2010 Training Bulletin \[pdf\]](#) Consolidation of State/Local/Federal training available to first responders.

The California Emergency Management Agency (Cal EMA), is pleased to announce that Operational Areas (OA's) and Urban Area Security Initiative Cities (UASI) wishing to use the Homeland Security Grant Program (HSGP) funds for Federal and California courses are required to submit a training Request Form. The form will be automatically emailed to the Training Division for processing and assigning a Federal Tracking Number which is used for grant reimbursement. Homeland Security Grant Funds can be used to support attendance at WMD/CBRNE/Terrorism/All Hazard courses available.

* To attend all WMD/CBRNE/Terrorism/All Hazards courses using Homeland Security grant funds, please fill out the [Training Request Form](#) electronically.

* [Terrorism Awareness Courses](#) offered to accommodate current TLO Grant Requirements.

[Overseas Travel Procedures Link \[pdf\]](#)

[Mobile Training Team Request Form \[doc\]](#)

[Instructions for Course Development](#)

[State Training Providers](#)

www.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm

California Emergency Management Agency - Windows Internet Explorer

http://www.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm

File Edit View Favorites Tools Help

Favorites Grants Management Suggested Sites Citrix Free Hotmail New Tab Web Site Gallery ICE-OHS Numbers

California Emergency Management Agency

Skip to: [Content](#) | [Footer](#) | [Accessibility](#)

CA.GOV **Cal EMA**
CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

Home RIMS News/Public Information Preparedness Response Recovery Mitigation Training Grant Programs About Us

GOVERNOR
SCHWARZENEGGER
Visit His Website

First Lady of California
Maria Shriver
Visit Her Website

SECRETARY
MATTHEW BETTENHAUSEN
California Emergency
Management Agency

NEWS

- Press Room
- Press Releases
- Newsletters
- Photos
- Videos
- Past Disaster & Incidents

CONTACT US

- Contacts
- Map to CalEMA Headquarters

CALEMA CAREERS

- Jobs
- State Personnel Board

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Disasters powered by

Cal EMA

Training Request Form

Training Officer (POC)

First Name:

Last Name:

Email:

Phone Number:

Course Title:

Level of Training: AWARENESS

Disciplines Trained:

- ☐ Law Enforcement
- ☐ Emergency Medical Services
- ☐ Emergency Management Agency
- ☐ Fire Service
- ☐ Hazardous Material
- ☐ Public Works
- ☐ Governmental Administrative
- ☐ Public Safety Communications
- ☐ Health Care
- ☐ Public Health
- ☐ Other

Training Provider:

Course From Date:

Course To Date:

Number of Individuals:

State:

Urban Area: Anaheim

Sponsoring Jurisdiction:

Total Cost:

FMFW: Planning Roster

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
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15	SELECTION	SELECTION	SELECTION	SELECTION												
16	ROW	ROW	ROW	ROW	ROW SIZE	ROW SIZE	FORMULA	NEW CASH/ MOD REQUEST	NEW MOD							
17	Project	Planning Activity	Funding Source	Discipline	Solution Area Sub-Category	Final Product				Estimated Cost	Amount Approved Previous	Amount This Request	Cash Request #	Total Approved	Remaining Balance	
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Sample

Web Link: www.hseep.dhs.gov

HSEEP Home - Windows Internet Explorer

Address: https://hseep.dhs.gov/pages/1001_hseep7.aspx

File Edit View Favorites Tools Help

Search: []

Page: Safety Tools

FEMA Homeland Security
Exercise and Evaluation Program

Home About HSEEP HSEEP Toolkit Feedback Press Room Contact Us

What's New

Submit your HSEEP "Good Story" for a future edition of the HSEEP Newsletter!

Enhanced draft operations-based and discussion-based EEPs now available in the Volume IV Library. [Learn More](#), May 2010

CAP System Enhancements in HSEEP Toolkit. The CAP System has been enhanced. [Learn More](#), May 2010

CAP System Enhancement Demo. There is a demonstration of the new features and system changes for the CAP System. Click [here](#) to learn more (login required). [May 2010](#)

HSEEP Toolkit Update. The HSEEP Toolkit has been enhanced. [Learn More](#), Dec 2009


New HSEEP Toolkit Demo. There is a demonstration of the NEXS System feature for creating non-exercise events. Click [here](#) to learn more.

HSEEP Mission


The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

The Homeland Security Exercise and Evaluation Program (HSEEP) constitutes a national standard for all exercises. Through exercises, the National Exercise Program supports organizations to achieve objective assessments of their capabilities so that strengths and areas for improvement are identified, corrected, and shared as appropriate prior to a real incident. To learn more about the HSEEP program, click on the About HSEEP tab above.

The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.



The diagram illustrates the HSEEP cycle as a circular process. At the center is a circle labeled "HSEEP". Surrounding it are five colored segments, each representing a phase of the cycle: "Improvement Planning" (blue), "Strategy Planning" (red), "Design and Development" (orange), "Conduct" (yellow), and "Evaluation" (green). These segments are arranged in a ring around the central "HSEEP" circle.



Three photographs showing HSEEP activities: a person on a phone, a person in a hazmat suit, and a group of people in a meeting.

HSEEP Policy and Guidance

HSEEP 101
Volume I: HSEEP Overview and Exercise Program Management
Volume II: Exercise Planning and Conduct
Volume III: Exercise Evaluation and Improvement Planning
Volume IV Library: Sample Exercise Materials

Technology

HSEEP Toolkit Login
HSEEP Toolkit: Overview

- National Exercise Schedule (NEXS) System
- Design and Development System (DDS)
- Master Scenario Events List (MSEL) Builder (beta)

Training

HSEEP Toolkit Demonstration

IS 120.A: An Introduction to Exercises
IS 130: Exercise Evaluation and Improvement Planning
[Related Courses](#)

Regional Exercise Support Program

- Regional Exercise Support Information Bulletin
- Regional Exercise Support Program Guide
 - RESP Regional Contact Information
- Regional Exercise Support Application
 - HSEEP Training Course

Upcoming Events and Exercises

There are currently no events scheduled.

Exercise Resources

HSEEP Compliance Job Aid NED is currently omitting the concept and terminology of "HSEEP Compliance" and will focus on providing only information and tools to exercise stakeholders.

[HSEEP Prevention Exercises](#)
[ILIS.gov Exercise Best Practices](#)
[Lessons Learned and Good Story Highlights](#)
[Exercise Evaluation Guides](#)
[HSEEP AAR-IP Template 2007](#)
[Draft template for a Multi-Year Training and Exercise Plan](#)
[Training and Exercise Planning Workshop User's Handbook](#)
[Improvement Planning Conference User's Handbook](#)
[Volume IV Library](#)

Related Links

[First Responder Training](#)
[Lessons Learned Information Sharing](#)
[Preparedness Directorate Services](#)

start HSEEP Home - Wind... Microsoft Online Ser... Microsoft PowerPon... 25-MAY-2010 Reports Runtime for ... Inbox - Microsoft Ou... 9:12 AM

FMFW: Authorized Agent Page

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Z	CALIFORNIA EMERGENCY MANAGEMENT AGENCY															
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5	<i>Alterations to this document may result in delayed application approval, modification, or reimbursement requests.</i>												CFDA #:				
6	<i>Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.</i>																
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14	Supporting Information for Reimbursement/Advance of State and Federal Funds																
15	(Select one option below)																
16																	
17																	
18	This request is for an/a: <input type="text"/>																
19																	
20																	
21	This claim is for costs incurred within the grant expenditure period from <input type="text"/> through <input type="text"/>																
22	and does not cross fiscal years. (Beginning Expenditure Period Date) (Ending Expenditure Period Date)																
23																	
24	Under Penalty of Perjury I certify that:																
25	I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures made in accordance with the laws, regulations and conditions and assurances.																
26	Statement of Certification - Authorized Agent																
27	By signing below, I hereby certify that I am the duly appointed Authorized Agent and have the authority to sign for the State Homeland Security, Transit Security, Non-Profit Security Grant Program, PROP 1B, Urban Area Security Initiative, and the Operational Area's application represents the needs for the State Homeland Security Program.																
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33	Printed Name					Signature of Authorized Agent							Date				
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35	Mail workbooks to:																
36	Your Rep's Name																
37	Homeland Security Grants - CalEMA																
38	California Emergency Management Agency																
39	3650 Schriever Avenue																
40	Mather, CA 95655																
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Sample

Enter Date

FMFW: Authorized Agent Page

**One Authorized Agent Page
per Cash Request/Advance and
Modification**

FMFW: Application Checklist

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
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NOTES

NON-PROFIT
501(c)(3)
STD 204
Grant Assurances
Resolution
Signature Authority
FMFW- Cover Sheet
FMFW- Grant Management Roster
FMFW- Project Description
FMFW- Project Ledger
FMFW- Equipment Inventory Ledger
FMFW- Training Roster
FMFW- Authorized Agent Form

Sample

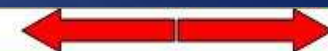
Completed Items

Total Items

Percent Complete

13

CALIFORNIA EMERGENCY MANAGEMENT AGENCY



Instruct.	Auth. Agent	Summary	AEL	Specific	SUMMARY									
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WARNING! Do not alter this sheet in any way. Do not insert/delete columns/rows etc. Any alteration will disable macros associated with running this report.

Date: 5/19/2009
ENTER DATE

2008-0026

CLEAR ALL RUN ALL

This report is generated from the following sheet (Enter Sheet Name):

project ledger

GO TO

AWARDS PROJECTS ALLOCATIONS SOL. AREA FUNDING

Grant Awards and Amounts

CLEAR

Grants	Grant Name	Grant Number	Grant Year	Award Amt.
Grant 1	Nonprofit Security Grant Program (NSGP)	2008-0026	2008	652,314
Grant 2				
Grant 3				
Grant 4				
Grant 5				
				652,314

Sample

Project Summary

CLEAR

Project	Projects	Obligated	Expended
A	Computer Aided Dispatch Interconnectivity	38,250	-
B	Telephonic Emergency Alert System	4,500	-
C	Hazardous Materials Team-SCBA	51,400	-
D	Interoperable Communications Equipment	94,432	-
E	Emergency Operating Center Strategic Plan	33,000	-
F	Geographic Information System Data	136,200	-
G	Evacuation Planning	49,500	-
H	Urban Search and Rescue	87,350	-
I	Community Outreach	20,619	-
J	Training	63,295	-
K	Trauma Kits for Emergency Response	15,468	-
L	Testing	56,112	-
M	Training	321,000	-

Financial Management Forms Workbook

- **FMFW v1.10 can currently be used for FY 07 and forward**
- **Marked with a disclaimer advising against altering the document**

“Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Subgrantees may be asked to revise and/or resubmit any altered Financial Management Forms Workbook.”

Cash Request (Reimbursement)

Cash Request Process (without macros)

First Cash Request:

1. Copy "Project Ledger" tab and rename to "Cash Request #1"
2. Complete "Cash Request #1"

Second and Subsequent Cash Requests:

1. Copy "Cash Request #1"
2. Rename tab to "Cash Request #2"
3. Copy amounts from "Total Approved" column into "Amount Paid previous" column
4. Clear "Amount This Request" column
5. Enter amounts for current request
6. Submit and repeat steps above for subsequent requests

Cash Request Process

- 1. Sub-grantee submits request to Cal EMA**
- 2. Program Representative reviews & approves**
- 3. Request is forwarded to the Grants Processing Unit**
- 4. Program Analyst Reviews Request**
 - Checks the ALS to verify that “Wet” signature on request is an authorized agent.**
 - Verifies that correct ledgers/rosters are attached**
- 5. Program Analyst processes request into the Automated Ledger System (ALS)**

Cash Request Process (cont'd)

- 6. Program Analyst reviews processed request**
- 7. Program Manager reviews & approves request**
- 8. Director or Chief signs final approval**
- 9. Request is forwarded to Accounting, and
payment notification is mailed to subgrantee**
- 10. Accounting claim schedules payment, sends to
State Controller's Office**
- 11. Warrant is Issued (Check)**

Cash/Advance Request Flow Chart



Cash Advance

Cash Advance Process (without macros)

First Advance Request:

1. Copy "Project Ledger" tab and rename to "Cash Advance 1"
2. Complete "Cash Advance #1"

Second and Subsequent Cash Advances:

1. Copy "Cash Advance #1"
2. Rename tab to "Cash Advance #2"
3. Copy amounts from "Total Approved" column into "Amount Paid previous" column
4. Clear "Amount This Request" column
5. Enter amounts for current request
6. Submit and repeat steps above for subsequent requests

Cash Advance

FY2006 - FY2010 Grants

- Draw down funds up to 120 days (PSIC - 30 Days) prior to expenditure
- Federal guide requires advances must be deposited in interest bearing account
- Interest returned at least quarterly to:

**California Emergency Management Agency
Homeland Security Grants Processing
3650 Schriever Avenue
Mather, CA 95655**

Cash Advance

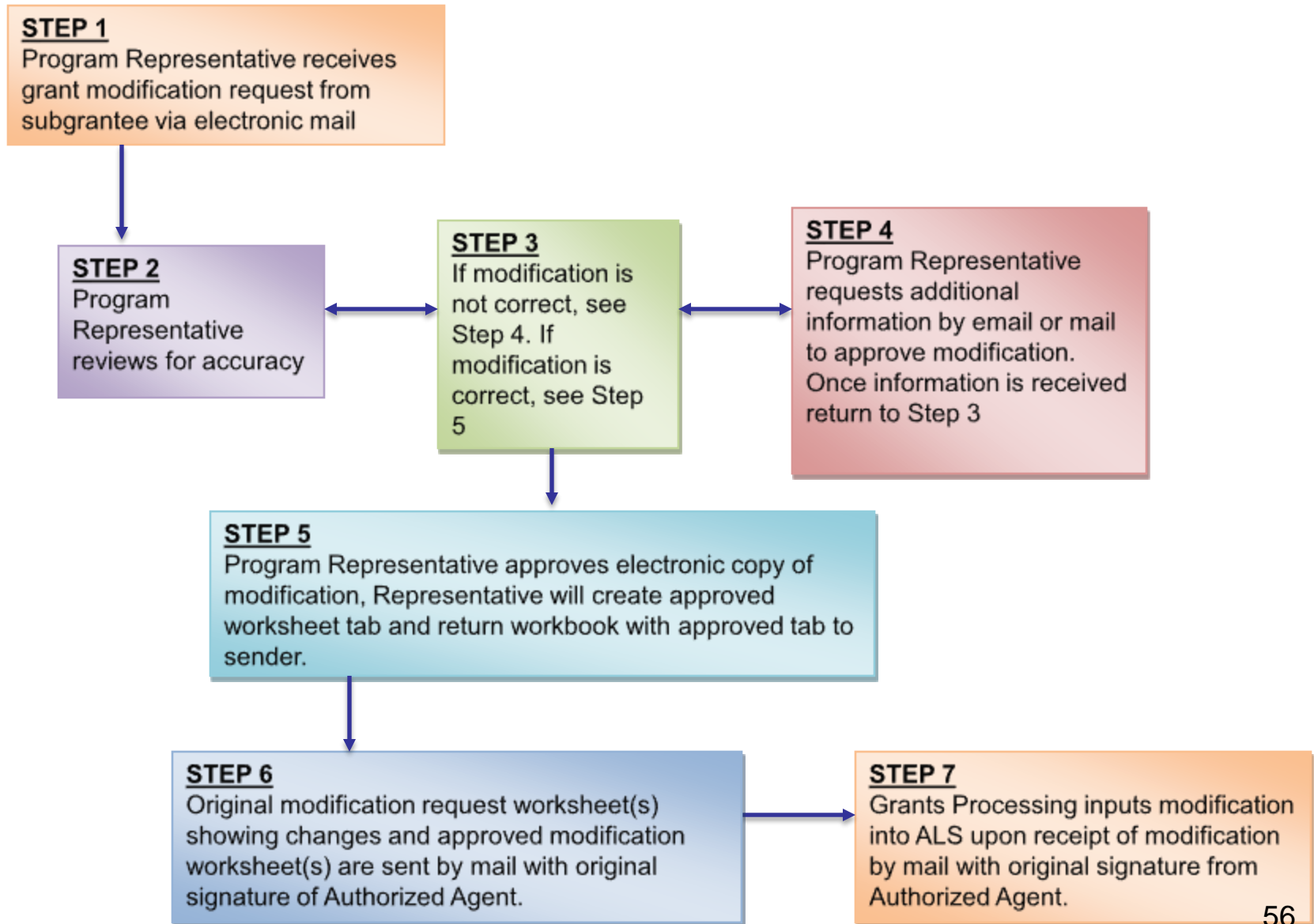
- **Draw down funds as close to expenditure as possible**
- **All interest earned must be reported to Cal EMA**
- **Subgrantee may retain \$100 in interest per Federal Fiscal Year for administrative expenses, not per award (Federal Fiscal Year is October 1st thru September 30th)**
- **All funds not expended within 120 (PSIC-30 Days) days must be returned to Cal EMA**

Modification

Creating a Modification Request (without macros)

- 1. Latest Working Project ledger**
- 2. Copy "Project Ledger" tab**
- 3. Rename to "Modification X", with "X" representing the modification number**
- 4. Red Strikethrough for delete**
- 5. Blue for new text**
- 6. Submit to Cal EMA electronically (Email)**
- 7. Program Representative will review, approve or request additional information**
- 8. Once approved, submit original modification, approved modification with "wet" signature on Authorized Agent Page**
- 9. Use latest approved modification as basis for next cash request**

Modification Request Flow Chart



Subgrantee responsibilities in Modification Request

- **One Modification per quarter**
- **Communicate request to Cal EMA**
- **Receive approval and confirmation**
- **Request funds consistent with the modification**
- **Report changes in the Biannual Strategy Implementation Report (BSIR) using the Grant Reporting Tool (GRT)**

Closeout

Grant Closeout Requirements

- **If funds will not be utilized, authorization to disencumber the funds**
- **Reconciliation of actual costs to awards, modifications, reimbursements or advances**
- **Certification that any Corrective Action Plan as a result of monitoring findings has been completed /resolved**
- **Acknowledgement of the record retention period**

Closeout Letters FY01 - FY04

453

2002-0088-FY01 State Domestic Preparedness Grant Program	(57)
2002-0133-FY02 State Domestic Preparedness Grant Program	(60)
2003-0167-FY03 State Homeland Security Grant Program – Part 1	(93)
2003-0035-FY03 State Homeland Security Grant Program – Part 2	(113)
2003-0023-FY03 Urban Areas Security Initiative Grant – Part 2	(7)
2004-0045-FY04 Homeland Security Grant Program	(107)
2004-0014-FY04 Urban Areas Security Initiative	(16)

Equipment Inventory Ledgers for FY04 & FY05

On October 14, 2009 (Part 1)

**To All California Emergency Management Agency
(Cal EMA) Subgrantees-**

**We are respectfully requesting your assistance in compiling the
Fiscal Year 2004 and Fiscal Year 2005 Equipment Ledgers
from our subgrantees.**

**As you know, we have information for the pre-FY04 and
post-FY05 awards; however, we will need to gather the FY04
and FY05 data in an attempt to meet our ongoing monitoring
and audit requirements.**

**Consequently, we would appreciate your cooperation in
completing the attached FY04 and FY05 Equipment Ledgers,
where applicable, and submitting them to Christopher
Sampang at Christopher.Sampang@calema.ca.gov
no later than [October 31, 2010](#).**

Equipment Inventory Ledgers for FY04 & FY05

On October 14, 2009 (Part 2)

Earlier spreadsheets will certainly be welcomed.

In this fashion we can ensure the Cal EMA continues to meet its federal reporting requirements on all homeland security grant program awards.

If you already have this data in another format, please submit those spreadsheets to the above individual.

Thank you all in advance for your cooperation and please contact me, your Program Representative, or the Fiscal and Reporting Unit should you have any questions.

Web Links:

California Emergency Management Agency
www.calema.ca.gov

Responder Knowledge Base
www.rkb.us

Training Request Form
**[www.calema.ca.gov/WebPage/trainreq.nsf/
TrainRequest?OpenForm](http://www.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm)**

**Homeland Security Exercise and Evaluation
Program**
www.hseep.dhs.gov

